

# **IDAHO STATE HISTORICAL SOCIETY LIBRARY AND ARCHIVES**

## **Photograph Collection Information Sheet**

Copies of most photographs in the collection are available for sale. When placing an order for a photographic print, remember:

### **Ordering information**

**Three weeks** must be allowed for an order to be processed. Orders of ten (10) or more prints, or orders requiring special work (cropping, large sizes, etc.) may take longer. Rush orders will be accepted only if staff and the photographic lab can accommodate the request, and will result in higher charges.

Orders must be submitted on an Idaho State Historical Society photographic print order form and must be accompanied by prepayment. If necessary, a purchase order will be accepted in lieu of prepayment. (Price lists and order forms are available on request.)

Photographs must be identified by accession number (in upper left hand corner of photocopy or mount) **and** Library and Archives subject heading. Failure to provide complete, correct information will delay processing of your order.

All patrons purchasing prints for any reason other than personal use must submit a request for permission to use photographs. Permission forms are available from the Library and Archives on request. In addition to the conditions for use listed on the permission form, photographs intended for use in digital format, such as a Web site or CD-Rom: 1) must be reproduced at no more than 72 dpi, **OR** 2) include an electronic water-mark crediting the Idaho State Historical Society. Please advise the Idaho State Historical Society of the site's URL.

Use fees are charged for use in commercial publications, displays, presentations, etc., whether in print or electronic format. See the fee schedule on the reverse of the price list.

### **Copyright and restrictions**

The Idaho State Historical Society Library and Archives does not claim to control the copyright for photographs or other pictorial material in its collections. Users assume all responsibility for questions of copyright that may arise in copying and the use made of the photographic copy. The Library and Archives will provide any information it has available to the user.

The Idaho State Historical Society Library and Archives reserves the right to limit the number of

photographic copies; to restrict the use of reproduction of rare or valuable items; to ensure that the use of material reproduced from its files is in good taste; to make special fee quotations on items involving unusual difficulty in copying; and to change or adjust processing and use fees without notice.

Photographs and negatives are not loaned. Slides and prints must be ordered from the Library and Archives. A price list and order form are available upon request.

All policies and procedures governing handling, reproduction and use of photographs apply equally to material in the photograph collection and to photographic material found in other collections of the Library and Archives.

**For the protection and preservation of the collection, please read and observe the following:**

Use of personal cameras, scanners, and other forms of reproduction is not allowed in the Library and Archives. However, members of the Idaho news media will be permitted, **by appointment only**, to copy photographs for use in local television newscasts or newspaper articles. This exception does not apply to use in documentaries or commercial productions.

Pencils **only** may be used for notetaking when viewing the photographs.

Avoid touching photographs with your fingers, and do not remove the protective covering found on some photographs. It is there to prevent damage to the image.

Do not write on the mounting board with pen or pencil and do not attach instructions to the photographic lab to the mounting board or the photograph using pressure sensitive tape, self-adhesive notes, etc. If cropping instructions are necessary, they must be indicated on a photocopy of the photograph.

**Photocopying**

Photocopying of photographs in the collection for reference purposes is allowed. For your convenience, a photocopier is located in the Library and Archives - photographs are not to be taken from the premises. The charge for self-service photocopying is \$.20/copy on letter (8 ½ x 11) and legal (8 ½ x 14) paper, and \$.40/copy on ledger (11 x 14) paper. The staff will do limited photocopying for patrons in response to requests received in the mail and by telephone. Patrons requesting this service will be charged \$.50/copy.

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**Photoduplication Charges**

<u>Print Size</u>	<u>Price</u>	<u>Other Formats</u>	<u>Price</u>
5" x 7" . . . . .	\$11.00	slides from photos . . . . .	\$ 7.00
8" x 10" . . . . .	12.00	transparencies . . . . .	18.00
11 x 14" . . . . .	18.00		
16" x 20" . . . . .	30.00		
20" x 24" . . . . .	50.00		

Larger sizes are available. Prices are available on request. Prices subject to change without notice.

Postage and handling: U.S. and Canada - \$2.00

Mexico and overseas - \$4.50

All mail orders are sent via first class U.S. Mail. We will send orders by Federal Express or other overnight courier service at your expense. You must provide your Federal Express or other courier account number on your order form.

Idaho sales tax is charged on orders received from patrons in Idaho.

Prepayment in U.S. dollars is required. If necessary, a purchase order will be accepted in lieu of prepayment.

Three weeks are required to process orders. Orders for ten (10) or more photos, and orders requiring special work, may require additional time.

Use fees are charged for use in commercial publications, presentations, advertisements, etc. whether in print or electronic format. See fee schedule on reverse.

Orders must be submitted on an Idaho State Historical Society print order form. Orders forms are available on request.

Notice: Warning Concerning Copyright Restrictions  The copyright law of the United States (Title 187.
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## Photographic Copy Use Fees

Fees are charged for use in publications, presentations, advertisements, motion picture or video productions, commercial television, or other for-profit use, whether in print or electronic formats. The fees are waived for use by officially recognized non-profit organizations with IRS 501 (c) (3) determination upon written request, and for use by the Idaho news media in television newscasts or newspaper articles. Fees<sup>1</sup> are in addition to photoduplication charges; payment of use fees may be delayed until publication or use.

### Book Editions, Posters, Postcards, Calendars, CDs

Under 5,000 circulation	\$5.00
5,001- 15,000 circulation	15.00
15,001- 50,000 circulation	25.00
50,001- 100,000 circulation	35.00
100,001 and over circulation	50.00

### Periodicals/Serials

Under 10,000 circulation	\$5.00
10,001- 50,000 circulation	15.00
50,001- 100,000 circulation	25.00
100,001 and over circulation	50.00

### Special Use

Book Jacket	\$25.00
Exhibition or decorative display (office, restaurant, store, etc.)	25.00
Advertising	50.00
Film, television, video	75.00
Slide show	15.00
Internet sites	75.00
On-site copying for television or video.	25.00 per hour
Written request required. 1 hr. minimum	

For any commercial use not specified above, fees will be negotiated. A flat fee may be negotiated for use of ten or more photographs.

All patrons purchasing prints for any reason other than personal use must submit a request for permission to use photographs. Permission forms are available upon request. In addition to the conditions for use listed on the permission form, photographs intended for use in digital format, such as a Web site or CD-Rom: 1) must be reproduced at no more than 72 dpi, **OR** 2) include an electronic water-mark crediting the Idaho State Historical Society. Please advise the Idaho State Historical Society of the site's URL.

Price list for prints and slides on reverse

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<sup>1</sup> Fees listed are per image.

